

**641—83.5(135) Minutes.** In accordance with Iowa Code chapter 21, the council shall keep minutes of all its meetings showing the date, time, place, members present, members absent, and the general topics discussed.

**83.5(1)** The minutes shall reflect the actions agreed upon by the members for topics requiring the members' input or consensus.

**83.5(2)** The minutes shall be available on the early childhood Iowa Web site.  
[ARC 7985B, IAB 7/29/09, effective 9/2/09]